

ARS □ CSREES □ ERS □ NASS

Policies and Procedures

Title: Sharing Travel Costs With Employees

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Budget and Fiscal Services Branch

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This DIRECTIVE states policy and procedures for sharing travel costs with employees.

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1. REFERENCE

For policy outlining acceptance of travel funds from sources outside of ARS, see DIRECTIVE 341.2.

2. ABBREVIATIONS

- AAO - Area Administrative Officer
- AD - Area Director
- AM - Administrative Management
- CG - Comptroller General
- LAO - Location Administrative Officer
- LC - Location Coordinator
- NPS - National Program Staff
- RL - Research Leader

3. DEFINITIONS

Authorizing official. Any person with delegated authority to approve official travel as designated in DIRECTIVE 340.0.

Meeting travel. Travel to symposia, seminars, workshops or formal conferences, and meetings for purposes of general information exchange.

Other travel. Travel that is more directly related to the performance of research; such as, collecting germplasm or small informal meetings to plan specific ARS research activities or work-related duties.

4. AUTHORITIES

- CG Decision B-214482, September 7, 1984
- CG Decision B-194742, January 29, 1980
- CG Decision B-192636, December 15, 1978

5. FORM

AD-202 - Travel Authorization

6. POLICY

It is ARS policy to share travel costs with employees only as indicated in section H of this DIRECTIVE.

7. SHARING TRAVEL COSTS WITH EMPLOYEES

- Cost sharing meeting travel expenses with employees may be permitted as indicated herein.
- Cost sharing other travel expenses with employees is not permitted.
- The CG has ruled that there may be situations of mutual interests to both the employee and the Government in which cost sharing of travel expenses between the employee and the Government is appropriate. In ARS, meetings of professional organizations may qualify for cost sharing if the criteria of section 7 are met. In such cases, employees who will represent or may be perceived to represent ARS may be authorized to travel:
 - At no expense to the Government.
 - Employee pays all travel expenses.
 - Employee will be in an appropriate leave status.
 - At no expense other than salary.
 - Employee pays all travel expenses.
 - ARS pays the employee's salary.
 - At partial payment of expenses.
 - Employee pays a portion of travel expenses.
 - ARS pays a portion of travel expenses.
 - ARS pays the employee's salary.

- The following criteria must be considered before approval is granted to share travel costs with employees.
 - Participation by the cost-sharing employee is not necessary to have adequate Agency representation at the meeting.
 - The cost-sharing employee perceives attendance at the meeting as having a professional benefit and is willing to personally finance all or part of the travel and/or related travel expenses.
- A letter from the employee requesting cost sharing of travel expenses is required.
- Approval of sharing travel costs with employees will be considered on a case-by-case basis and approved by the AD or, in the case of Headquarters' personnel, by the Deputy Administrator, NPS/AM (as applicable).

8. PROCEDURE FOR SHARING TRAVEL COSTS WITH EMPLOYEES

Traveler: Prepare request and justification for sharing travel costs with ARS.

RL/LC or Authorizing Official

- Recommend approval/disapproval.
 - If approval is recommended, forward request and (as applicable) AD-202 through the applicable levels of management to AD or, in the case of Headquarters' personnel, to the Deputy Administrator, NPS/AM, for processing (as applicable).
 - If disapproved, return request to traveler with explanation or comments, as appropriate.

LAO

- Review request and justification from authorizing official.
- Ensure reasons given meet the requirements of section H.
- Coordinate processing with the AAO.

AAO

- Review request of authorizing official.
- Coordinate processing with AD.

AD (or Deputy Administrator, NPS/AM): Approve or disapprove the request and return the request to the authorizing official for processing.

Authorizing Official

- If request is approved, sign AD-202 and return to traveler.
- If request is disapproved, return to traveler with explanation or comments, as appropriate.

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